



Burien

Washington, USA

Master Sign Plan Application

400 SW 152nd Street, Suite 300 Burien, WA 98166
Phone: (206) 241-4647 • FAX: (206) 248-5539
www.burienwa.gov

Permit Number

The purpose of a Master Sign Plan to provide special consideration to a coordinated sign plan using an overall design theme that integrates signs into the framework of the building, landscape, topography or other design features of the property. Deviations from the sign code may be allowed as part of the Master Sign Plan, if the criteria on pages 2 and 3 of this application are met.

SITE INFORMATION:

Business Name:

Site Address:

Zoning District:

Parcel Number:

PROPERTY OWNER:

Name:

Phone:

Mailing Address:

Fax Number:

CONTACT FOR THIS PROJECT:

Name:

Phone:

Mailing Address:

Fax Number:

Please describe the sections of the sign code you are requesting deviations from:

SIGNATURE

I, _____, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate _____ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional Engineers and other Consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Dated: _____

Signature: _____

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist(s) must be submitted with the application and the required submittals.

DECISION CRITERIA

Please explain how your Master Sign Plan complies with the following decision criteria. You may use additional sheets if necessary:

1. How does your proposal manifest exceptional visual harmony between the sign, buildings and other components of the site through the use of a consistent design theme, including but not limited to color, materials, location, scale and/or type of sign proposed?

2. How are the proposed deviations the minimum necessary to create readable identification (not advertising) signs from the rights-of-way providing direct vehicular access to the site, based on traffic speeds and patterns in the area of the site?

3. How does the proposal promote and compliment the planned land use in the area of the site and enhance the aesthetics of the surrounding area?

4. How is the proposal compatible with the scale, character, design and lighting of the adjacent neighborhood or business district?

5. How does the proposal not obstruct natural scenic views from public rights-of-way or public property?

6. How is the proposal not for the convenience of the applicant or for the convenience of regional or national businesses that wish to use a standard sign?

7. If applicable, how does the proposal comply with Downtown Burien Design Standards (BMC 19.47), Downtown Burien Streetscape Design Plan, Burien Gateway Design Report or other City-adopted design-related documents?

CITY OF BURIEN'S MASTER SIGN PLAN PROCESS

The purpose of this handout is to help you in applying for a Master Sign Plan. Any specific questions regarding signs, such as size and height limitations, should be directed to the City Planner or through the City's website: www.burienwa.gov.

I. Permitting Process – the City strives to review Master Sign Plans within two weeks of submittal of a complete application.

- A. Submit completed, signed and notarized Master Sign Plan application form and fees. **All information, fees and plans must be provided before the application can be accepted.**
- B. Plans will be routed to a planner for review. The planner will analyze the application using the criteria on pages 2 and 3 of this form. A written decision will be issued approving the application, approving the application with conditions or denying the application. If the Master Sign Plan is approved, you can then apply for a sign permit complying with the Master Sign Plan approval.

II. Master Sign Plan Application -

- A. **Form:** Complete the Master Sign Plan Application form, including answers to the review criteria. **Any space left blank will delay permit processing.**
- B. **Fee:** The fee is due upon submittal of a complete permit application. Please call for the current fee. **Checks for incorrect amounts will not be accepted.** Fees are not refundable.

III. Two sets of the following plans are required (if the sign is located within the right-of-way, a third set is required):

- A. **Wall Signs:** Scaled drawings of the building elevation, showing the proposed sign and all existing signs, and if illuminated, the method of illumination.
The first sign permit for a multi-tenant property shall include a complete listing and mapping of all signs on the building, containing the type of sign, location and size (BMC 19.30.110.3).
- B. **Freestanding Signs:**
 - Dimensional drawings showing the type of sign as designated in the Sign Code including the support structure and the height of the sign, and if lighted, the method of illumination.
 - Site plans, accurate to scale, showing all structures, the abutting right-of-way line of each street and location of the proposed sign and each existing freestanding sign on the property. Show dimensioned setback from property line to closest portion of the sign.
 - Landscape plans complying with the standards of Type IV landscaping as described in BMC Chapter 19.25.
 - If a freestanding sign is located near a street or easement road, show sight distance triangle per BMC Chapter 19.17.240.

IV. Five color copies of a colored rendering, computer simulation or photo of the proposed sign(s) in relation to development in the area and on the site.

V. One copy (or photos) of an inventory of all existing signs on the site, including size, location and design of signs.